

From: [R6HarveyLSC](#)
To: [Luschek, Robert](#)
Cc: [Christian, Doretha](#); [Carter, Timber](#); [Adams, Mikeal](#); [Fruitwala, Kishor](#); [Spalding, Susan](#); [R6HarveyLSC_sg](#)
Subject: Robert Luschek Region 6: Mobilization Package_R6H1HarveyResponse
Date: Friday, September 22, 2017 3:22:08 PM
Attachments: [DEMOBILIZATION PLAN - 9.19.17.docx](#)
[Hurricane Harvey Mobilization Plan 091817.docx](#)
[OT Cert Form and FAN Allocation Converter.xlsx](#)
[Texas Hotel Occupancy Tax Exempt Form 12-302.pdf](#)

On August 25, 2017, FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Corpus Christi, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive on Sept. 25 at 8:00 am. This deployment is slated for a minimum of 14-day period, not including travel time, though the day count may be adjusted to accommodate weekend travel policies. If you have questions about the deployment, please contact the Logistics Section at R6HarveyLSC@epa.gov.

Position/assignment and Asset Tracker Number: OPS Field Observer, 39209

Command Post: Alpha Branch Corpus Christi, TX: 2001 Suntide Rd, Corpus Christi, TX 78409

Travel Day: 9/24/2017

First Work Day: 9/25/2017

Last Work Day: 10/6/2017 (days may be shifted to accommodate overlap and weekend policies)

Travel Day: 10/7/2017

POC at Command Post: Gary Moore

Lodging:

- Those reporting to Alpha Branch- Corpus Christi will be staying in RVs. You will receive your housing assignment upon check-in at the branch command post.
- Those reporting to Bravo Branch- Houston will be staying in hotels coordinated by Logistics. You will be sent an email with confirmation information.
- Those reporting to Charlie Branch- Beaumont/Port Arthur will be staying in RVs. They are located at Jack Brooks Airport, 4976 Parker Drive, Beaumont, TX 77705.
- Those reporting to Dallas REOC or Austin must make their own hotel reservations. See attached recommended list of locations.

Travel Reservations:

- Region 6 Employee –Traveler prepares travel authorizations (TA) in Concur. Book flight and/or car reservations (including parking). Include your Asset Tracker number in TA comments. Enter Harvey accounting string shown below. Immediate supervisor authorizes. **REOC Finance funds/approves TA.**
- Outside Region 6 - Prepare TA per regional process in Concur. Book flight and/or car reservations (including parking). Include your Asset Tracker number in TA comments. Enter accounting string shown below. Route through regional process for authorization and funding/approval.



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How to apply Harvey accounting to TA:

Click on Accounting Tab. You will see accounting labels from which you currently charge to within your division, choose one of those labels. Once you have selected your label, click pencil to edit and change the accounting to reflect following bullets. Click “Save the Accounting Updates” Button. Call REOC Finance Section with any questions. 215-665-9705

- DCN: HHR
- Budget FY: 20162017
- Fund: BR
- Org Code: 06L0X13
- PRC: 303DC6
- Site: H001
- Cost Org: Leave blank

Overtime (OT) Forms:

- R6 Employees – An Overtime request form will be prepared for you by the REOC, and an approved copy will be emailed to you. Use the attached OT certification spreadsheet to record and certify actual OT worked. Upon returning home from the response, please forward the completed OT certification form to R6HarveyFSC@epa.gov
- Outside R6 – Complete overtime request form per regional process and include your Asset Tracker number. Upon returning home from the response, please forward the completed OT certification form to R6HarveyFSC@epa.gov

IMPORTANT ACTION ITEMS (NO EXCEPTIONS):

1. Call Logistics at 214-665-9704 or email the Logistics inbox at R6HarveyLSC@epa.gov to report your arrival.
2. Bring ID clothing with you.

See attached mobilization guidance document for detailed information

DEMOBILIZATION PLAN for INCIDENT PERSONNEL

HURRICANE HARVEY

2017

GENERAL INFORMATION

All EPA employees must demobilize from the incident at the end of their rotation. Since there is no central Incident Command Post for all personnel, check-in and check-out will take place at each assigned duty station. Presently there are five locations: REOC – Dallas; Alpha Branch – Corpus Christi; Bravo Branch – Houston; Charlie Branch – Beaumont/Port Arthur; JFO/SOC – Austin.

Mobilized EPA personnel were responsible for bringing their own gear, equipment and supplies to the incident. For this reason, gear, equipment or supplies were checked out to incoming personnel on a very limited basis.

Lodging has been provided at different venues at all five locations. The majority of EPA personnel working at the REOC in Dallas and those working at the JFO/SOC in Austin made their own hotel reservations. Employees working at Bravo Branch in Houston were provided hotel rooms by the Logistics Section. Any employee housed in a hotel is responsible for payment of room charges via their own EPA travel card. Those assigned to Alpha Branch (Corpus Christi) and Charlie Branch (Beaumont/Port Arthur) were housed in EPA-leased trailers. There are no individual costs to EPA personnel housed in trailers.

NO ONE should have received authorization to use an EPA issued Purchase Card for any reason during their rotation. Please advise REOC Finance at R6HarveyFSC@epa.gov if you made any purchase(s) using an EPA issued Purchase Card. Please note – an EPA issued Purchase Card is not the same as an EPA issued Travel Card.

DEMOBILIZATION PROCESS

Everyone leaving (Demobing) the incident, regardless of where you are located, must: At least 24 hours prior to your demob date and time (last work day), submit an email (subject line: “Demob – YOUR LAST NAME” to the Operations and/or Planning Section Chief at your location along with a copy to R6HarveyLSC@epa.gov. In the email provide:

- Your name, your field supervisor’s name, demob date, and lodging information (hotel or trailer number) and
- Answer the following:

Yes	No	N/A	Copy this table and paste into your email
			I have EPA R6 equipment issued specifically for use during the incident. If yes, provide a listing of all equipment issued.
			I have turned-in all equipment provided by R6 to my immediate field supervisor. If yes, provide a listing of all equipment turned in.
			I generated hardcopy paperwork during my rotation.
			All hardcopy paperwork has been turned into my immediate field supervisor
			I generated electronic files during my rotation.
			All electronic files have been sent to R6HarveyDOCL@epa.gov .
			I will complete all overtime certification forms and have the forms signed by myself and home region supervisor before submitting to R6HarveyFSC@epa.gov .
			My People Plus and timesheets are properly updated to reflect all time charged to the Hurricane Harvey Mission Assignment account for regular time and overtime.

NOTE: Once you arrive back home, notify the Logistics Section- email to R6HarveyLSC@epa.gov



Hurricane Harvey Mobilization Plan

Regional Emergency Operations Center (REOC)
U.S. EPA, Region 6

Contact Information:

Logistics: Phone 214-665-9704 or email R6HarveyLSC@epa.gov

Finance: Phone 214-665-9705 or email R6HarveyfSC@epa.gov

Pre Mobilization Checklist

Ensure items below have been provided to you by REOC personnel before deploying.

- Deployment location and duration.
- Work assignment and Asset Tracker Number.
- Special equipment needs.
- Prepare travel authorization (TA) with response account code applied.
- Lodging and transportation discussed and known.
- Personal items (cash, clothes, identification, etc.).
- Verify Health & Safety & medical monitoring requirements met.

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People Plus Accounting:

- If you were not provided Harvey people plus time charging codes. Email R6HarveyFSC@epa.gov

Mobilization Check-in

- All staff will report to Resource Unit for initial check-in and any site specific badge processing.
- Review lodging and transportation.
- Report to Safety Officer for briefing and equipment review.
- Review team personnel staff contact information.
- Complete operations briefing.
- Review critical incident stress management program.
- Ensure required forms are complete, signed and turned in.

Essential Equipment for Mobilization

Determine which items below you need to bring according to incident specific requirements.

- **Clothing**
 - 2 week supply of season appropriate clothing and footwear.
 - Long Pants (no shorts)
 - Casual Clothing
 - EPA ID Clothing
 - Hat/Cap
- **Field Personnel Safety Gear** (as appropriate)
 - Hard Hat
 - Ear Plugs
 - Safety Glasses
 - Reflective Safety Vest
 - Steel Toed Boots w/ Metal Shanks or Full Insert
 - Hand Held GPS
 - Vehicle GPS
 - Leather Work Gloves
 - Dosimeter/TLD
 - Multipurpose Tool/Knife
 - First Aid Kit
 - Insect Repellent
 - Sunscreen
- **Personal Hygiene**
 - Respirator (per current fit test and respiratory clearance)
 - Shampoo
 - Razor
 - Band-Aids
 - Allergy Medicine
 - Advil/Tylenol
 - Prescription Medications
 - Detergent
 - Toothbrush and Toothpaste
- **Personal ID/Finance**
 - Driver's License
 - Smart Card (Government ID)
 - OSC Badge
 - Government Travel Card
 - Government Purchase Card
 - Incident ID (if provided by response)
 - Auto Insurance Card
 - Medical Insurance Card
 - Medical Bracelets/Rings
- **IT/Computers**
 - Laptop



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- Laptop Charger (Room, Car)
- Thumb Drive
- Cell Phone
- Cell Phone Charger (Room, Car)
- Car Power Inverter-300 WATT
- Field Notebook (Rite in Rain)
- Pens/Pencils

ATTACHMENT A

Name _____

Signature _____ Date _____

Are You Prepared? Many of the suggestions below may appear to be common sense, but it's amazing how many things can be overlooked when an unexpected deployment comes up.



- ✓ Have a backup plan for your family, including someone who will be available to provide assistance in case of an emergency during your absence, and make sure to provide important contact information for doctors, veterinarians, home repair people, babysitters, etc.
- ✓ Explain the situation you are going into, as much as you can, to ease concerns of family members and friends.
- ✓ Try to set up a communication plan if your cell phone and/or Blackberry will/will not work. If there are alternative communications procedures, provide that information, particularly in case of an emergency.
- ✓ If you are a single parent, be sure to provide contact information for you and other important people to the caregiver.
- ✓ If you live alone, be sure you've arranged a way to have important regular bills paid in your absence.
- ✓ If you have pets, have someone on standby to provide care.
- ✓ Will your health allow you to work and rest under the conditions of this response?
- ✓ Do you take any medication on a regular schedule? Be sure to bring enough for your stay and longer.

Challenges to Expect:

- ➡ Deploying can be stressful, so, if you have items that may help you to deal with stressful situations (nerf ball, yoga mat, meditation aids, etc.), bring them with you.



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- ➡ You may have to share accommodations. If you are a light sleeper, bring items that could make your sleep more restful (ear plugs, an eye mask, special pillow).
- ➡ If you are sharing lodging, be flexible and respectful regarding others' habits and cultures.
- ➡ Healthy food may not be readily available and meal times may be irregular. Be prepared and take healthy snacks with you.

Recommendations for taking care of yourself:

- 👍 Make sure to take breaks.
- 👍 Make time to eat: don't just eat sugar snacks; try to eat healthy foods.
- 👍 Moderate caffeine and alcohol consumption; stay hydrated.
- 👍 Make time to call home.
- 👍 Exercise regularly. Bring running shoes, resistance exercise bands, a yoga mat, copy of Battle Station Yoga or other easily transportable exercise items.
- 👍 If you exercise regularly, there may not be any facilities available, so if you have easily transportable exercise equipment, bring your tools with you (running shoes, resistance exercise bands, hand weights, a copy of Battle Station Yoga, etc.).

*And – most important of
all – be prepared to expect
the unexpected.*



Hurricane Harvey Mobilization Plan

ATTACHMENT B

Stress Management Tips for EPA's Emergency Responders

Critical Incident Stress Management

A critical incident is an event that can tax or overwhelm your usual coping mechanisms. These events can be natural disasters, terrorist incidents, industrial accidents, or more personal events that can involve fear, largescale destruction, injury, or death. The stress you might experience after exposure to such an event could affect you emotionally, physically, cognitively, and behaviorally.

Because of the nature of your job, you might also find yourself experiencing stress for a number of other reasons: long (work) hours, physical demands of the assignment, bad weather, logistical problems, extended periods away from your family, friends, and others.

Stress reactions can occur while you are responding to an event or a few hours or even days, weeks, or months later. These reactions are quite common and normal for disaster responders. If you find yourself experiencing stress reactions as a result of your response to an event, you can help the reactions to pass more quickly by talking with supportive family members, friends, a member of the EPA Emergency Response Peer Support & CISM Team, or the EPA Employee Assistance Program.

Some Common Stress Reactions

Physical:

- Fatigue/Exhaustion
- Sleep Disturbances
- Nightmares
- Appetite Changes or Digestive Problems
- Headaches

Cognitive:

- ◁ Difficulty Concentrating
- ◁ Flashbacks
- ◁ Difficulty Making Decisions
- ◁ Memory Disturbances
- ◁ Confusion
- ◁ Problem Solving Difficulties

Emotional:

- ◁ Fear

- ◁ Guilt
- ◁ Emotional Numbing
- ◁ Over Sensitivity
- ◁ Anxiety
- ◁ Depression
- ◁ Anger
- ◁ Irritability
- ◁ Frustration

Helping Yourself

- Spend time with family and friends
- Talk, talk, talk—talking is the most important healing medicine
- Resume your regular daily routine
- Exercise
- Eat healthy
- Avoid excessive use of alcohol or caffeine
- Keep a journal—write about your reactions

If you are experiencing any of these reactions, they are normal reactions to an abnormal situation.



Hurricane Harvey Mobilization Plan

ATTACHMENT C

MOBILIZATION/DEMOBILIZATION (DRIVING) HURRICANE HARVEY EPA REGION 6 EPA-START		TASK HAZARD ANALYSIS (THA)	
Task Description			
This task hazard analysis refers the process of mobilizing and demobilizing personnel and equipment to complete response objectives including reconnaissance around the site. The primary hazard involves driving unfamiliar/large vehicles to destinations in areas that are unfamiliar to the driver. Due to the significance of the incident, many drivers may work extended hours which increases the risk of an accident. Workers will drive into areas with unknown debris, muddy/slick roads, and various other hazards.			
Chemical Hazards	Physical Hazards	Biological Hazards	Radiological Hazards
-None anticipated	Electrical Hazards Driving Hazards (debris) Illumination (travel pre-dawn/post dusk) Parking (tight quarters) Inclement Weather Stress/Fatigue Heat/Cold Stress Structural Instability (buildings/roads) Fire Explosions	Mosquitos, Displaced animals, & Wildlife	None anticipated

Minimum PPE	Other Equipment
None	First aid/BBP kit, Fire extinguisher, Cell phone, cell phone booster, Power Inverter Radio, Spare tire and fix-a-flat, Jumper cables, Water (minimum 1 bottle per hour planned to work), GPS, Map, Emergency Flares, Flash Light, spare batteries, Bottled water, nonperishable foods, such as granola bars and/or MREs, rain gear In cold climates a blanket/person, matches or lighters and towels, extra socks, and gloves.
Minimum Training	
Current Driver's License	

Applicable FLD/ OSHA REGS	Safety Considerations
<p>VEHICLE CHECK Check condition of tires (properly inflated/tread). Supplies (map, cell phone/radio, spare tire, first aid kit, water, emergency rations). Full tank of fuel before departure. Avoid letting tank go below 1/2 full. Travel with two or more vehicles if possible.</p> <p>DRIVING HAZARDS Do not travel through unsecured areas without a buddy system in place. Travel only on established debris-free routes where possible. Check State Police website prior to travel to review closures and hazards. Use defensive driving techniques, follow the speed limit, wear seat belt and don't talk on the phone or read a map while you are driving. Watch for downed power lines and tress, do not drive under/over a downed power line or tree. Watch for debris on roads. Flats, pull off of the highway to change it or call for assistance. Watch for structural damage to bridges and roadways.</p>	



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Watch for falling glass around downtown buildings.
Watch for people or stray animals on roads
If traffic lights are out - treat the intersection like a 4-way stop.
Watch for and give right-of-way for emergency vehicles.
Travel to debris laden areas only using a 4x4 truck. Cars will only travel on established debris free roads.
Traffic Jams: Be Patient, Expect traffic delays. **If your car overheats** - never remove the radiator cap until the engine has thoroughly cooled!

DRIVING in Inclement WEATHER

Flooding: When driving, **know the depth of water** before crossing. Be aware that the road bed may not be intact under the water. If the vehicle stalls, abandon it immediately; seek higher ground.

Tornadoes: Leave your vehicle, and go to a substantial shelter or lie flat in the nearest ditch, ravine, or culvert with your hands shielding your head.

Skids: Drive slowly, especially on curves. Do not brake hard or lock the wheels on wet surfaces.

In a skid, ease your foot off the gas, and carefully **steer into the skid**. This will bring the back end of your car in line with the front. Without ABS avoid using brakes. With ABS, brake firmly.

Hydroplaning: The water in front of your tires builds up faster than your car's weight can push it out of the way/car slides on a thin layer of water between the tires and the road. **Avoid puddles**, drive slow and check tires (properly inflated with good tread) to avoid hydroplaning.

When hydroplaning, **do not brake or turn suddenly**. Ease your foot off the gas until you can feel the road again. Without ABS brake gently with light pumping action. With ABS, brake normally.

STRESS/FATIGUE

Get proper sleep prior to traveling.

Follow work/rest ratio of 2:1; do not drive Fatigue dulls concentration and slows reaction time. If possible, take breaks to stretch your body. Drink plenty of water (it will be hot).

ACCOUNTABILITY – ALWAYS let supervisors know when and where you are traveling. CHECK IN or PHONE IN when you are expected to arrive.

Monitoring Procedures

None

Overtime & Night Differential Calculator & Certification Form

Employee Name (Last, First):										Pay Period	
Site/Project Name:					Hurricane Harvey Response						
DAY	DATE	START	END	LUNCH	DINNER TIME TAKEN WITHIN WORK PERIOD	DINNER PERIOD HOURS	REGULAR HOURS	LEAVE	NIGHT DIFFERENTIAL APPROVED IN ADVANCE OF THE ADMINISTRATIVE WORK WEEK	OVERTIME	NIGHT DIFFERENTIAL
SUN	09/16/17			0.50						0.00	0.00
MON	09/17/17			0.50			8.00			0.00	0.00
TUE	09/18/17			0.50			8.00			0.00	0.00
WED	09/19/17			0.50			8.00			0.00	0.00
THU	09/20/17			0.50			8.00			0.00	0.00
FRI	09/21/17			0.50			8.00			0.00	0.00
SAT	09/22/17			0.50						0.00	0.00
SUN	09/23/17			0.50						0.00	0.00
MON	09/24/17			0.50			8.00			0.00	0.00
TUE	09/25/17			0.50			8.00			0.00	0.00
WED	09/26/17			0.50			8.00			0.00	0.00
THU	09/27/17			0.50			8.00			0.00	0.00
FRI	09/28/17			0.50			8.00			0.00	0.00
SAT	09/29/17			0.50						0.00	
TOTALS:							80.00	-		-	-

I certify that the hours posted are accurate for the work performed. I certify that the statements I have made on this form and all attachments thereto are true, accurate, and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law.

Employee Signature _____ Date _____

Employee Supervisor Signature _____ Date _____

Routing:

- * First Monday following end of pay period, employee signs and sends OT certification spreadsheet to time approving supervisor.
- * Time approving supervisor sign/approves OT certification spreadsheet and sends copy to employee and Time Keeper.
- * Employee emails pdf copy of approved OT certification spreadsheet to R6HarveyFSC@epa.gov within 5 business days.

FAN Allocation Time Converter

Hours Worked in Quarter Increments	FAN % Allocation	Hours Allocated	Time	PeoplePlus Entry
4.75	60%	2.85416667	2:51	2.75
	30%	1.42708333	1:25	1.5
	10%	0.47916667	0:28	0.5
Total	100%	4.76041667	4:45	4.75

Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity	Exempt entity status (Religious, charitable, educational, governmental)
Address of exempt organization (Street and number)	
City, State, ZIP code	

Guest certification: I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name	
Guest signature	Date	

sign here ▶

Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- ☐ **United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- ☐ **Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- ☐ **Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- ☐ **Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

Permanent Resident Exemption (30 consecutive days): An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

Do NOT send this form to the Comptroller of Public Accounts.

Texas Hotel Occupancy Tax Exemptions

See Rule 3.161: *Definitions, Exemptions, and Exemption Certificate* for additional information.

United States Federal Agencies or Foreign Diplomats (exempt from state *and* local hotel tax)

This exemption category includes the following:

- the United States federal government, its agencies and departments, including branches of the military, federal credit unions, and their employees traveling on official business;
- rooms paid by vouchers issued by the American Red Cross and the Federal Emergency Management Agency; and
- foreign diplomats who present a Tax Exemption Card issued by the U.S. Department of State, unless the card specifically excludes hotel occupancy tax.

Federal government contractors are *not* exempt.

Texas State Government Officials and Employees (exempt from state *and* local hotel tax)

This exemption category includes only Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card. State employees without a Hotel Tax Exemption Photo Identification Card and Texas state agencies are *not* exempt. (The state employee must pay hotel tax, but their state agency can apply for a refund.)

Charitable Entities (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes entities that have been issued a letter of tax exemption as a charitable organization and their employees traveling on official business. *See website referenced below.*

A charitable entity devotes all or substantially all of its activities to the alleviation of poverty, disease, pain and suffering by providing food, clothing, medicine, medical treatment, shelter or psychological counseling *directly* to indigent or similarly deserving members of society.

Not all 501(c)(3) or nonprofit organizations qualify under this category.

Educational Entities (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes in-state and out-of-state school districts, private or public elementary, middle and high schools, Texas Regional Education Service Centers and Texas institutions of higher education (*see Texas Education Code Section 61.003*) and their employees traveling on official business.

A letter of tax exemption from the Comptroller of Public Accounts as an educational organization is not required, but an educational organization might have one.

Out-of-state colleges and universities are *not* exempt.

Religious Organizations (exempt from state hotel tax, but *not* local hotel tax)

This exemption category includes nonprofit churches and their guiding or governing bodies that have been issued a letter of tax exemption from the Comptroller of Public Accounts as a religious organization and their employees traveling on official business. *See website referenced below.*

Exempt by Other Federal or State Law (exempt from state *and* local hotel tax)

This exemption category includes the following:

- entities exempted by other federal law, such as federal land banks and federal land credit associations and their employees traveling on official business; and
- Texas entities exempted by other state law that have been issued a letter of tax exemption from the Comptroller of Public Accounts and their employees traveling on official business. *See website referenced below.* These entities include the following:
 - nonprofit electric and telephone cooperatives,
 - housing authorities,
 - housing finance corporations,
 - public facility corporations,
 - health facilities development corporations,
 - cultural education facilities finance corporations, and
 - major sporting event local organizing committees.

For Exemption Information

A list of charitable, educational, religious and other organizations that have been issued a letter of exemption is online at www.comptroller.texas.gov/taxes/exempt/search.php. Other information about Texas tax exemptions, including applications, is online at www.comptroller.texas.gov/taxes/exempt/index.php. For questions about exemptions, call 1-800-252-1385.